

SUPPLEMENTAL JOB DESCRIPTION

Classification: CHILD PROTECTIVE SERVICE WORKER I

Function Code: 1983-040

Position Title: Child Protective Service Worker I/Assessment

Date Established: 8/15/88

Position Number: 11899

Date of Last Amendment: 9/11/06

SCOPE OF WORK: Investigate reports of alleged abuse/neglect of children under RSA 169-C for NH Division for Children, Youth and Families and provide for the welfare of families and the protection of children.

ACCOUNTABILITIES:

- Interviews the victim and perpetrator of the report within prescribed time-frames according to the risk to the child and validity of the report and recommends action.
- Evaluates the risk to the child to remain in the home and recommends course of action.
- Makes reasonable efforts to maintain the child in the family by preparing a plan with the family to remedy the abusive/neglectful situation.
- Documents evidence to substantiate reports of child abuse and neglect in order to support the court petition.
- Prepares the court reports and witnesses for testimony, compile evidence, and present direct testimony. Under the direction of a supervisor.
- Locates suitable alternative placements to meet the specific needs of child/children and in conjunction with policy and practice guidelines.
- Prepares the child and family in preparation for placement.
- Facilitates placement and coordinate visitations with the family.
- Transports children and client families to necessary appointments.
- Develops a case record which includes the case plan, court orders, Bridges information and other required documents.

MINIMUM QUALIFICATIONS: See class specification for Child Protective Service Worker I.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS: Must be available for some non-traditional work hours to meet the needs of the client families and children.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Maggie Bishop, Director (Children & Youth), #9U381

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Pat Grover, Supervisor VI, #30239

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: CHILD PROTECTIVE SERVICE WORKER II

Function Code: 1980-040

Position Title: Child Protective Service Worker II/Assessment

Date Established: 8/15/88

Position Number: 11899

Date of Last Amendment: 9/12/06

SCOPE OF WORK: Investigate reports of alleged abuse/neglect of children under RSA 169-C for NH Division for Children, Youth and Families and provide for the welfare of families and the protection of children.

ACCOUNTABILITIES:

- Interviews the victim and perpetrator of the report within prescribed time-frames according to the risk to the child and validity of the report and recommends action.
- Evaluates the risk to the child to remain in the home and recommends course of action.
- Makes reasonable efforts to maintain the child in the family by preparing a plan with the family to remedy the abusive/neglectful situation.
- Documents evidence to substantiate reports of child abuse and neglect in order to support the court petition.
- Prepares the court reports and witnesses for testimony, compile evidence, and present direct testimony. Under the direction of a supervisor.
- Locates suitable alternative placement to meet specific child/children's needs and in conjunction with policy and practice guidelines.
- Prepares the child and family for child/children's placement.
- Facilitates placement and coordinate visitations with the family.
- Transports children and client families to necessary appointments.
- Develops a case record which includes the case plan, court orders, Bridges information and other required documents.

MINIMUM QUALIFICATIONS:

See class specification for Child Protective Service Worker II.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS:

Must be available for some non-traditional work hours to meet the needs of the client families and children.

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Reviewer's Name, Title & Position #: Maggie Bishop, Director (Children & Youth), #9U381

Reviewer's Signature

Date Reviewed

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Employee's Signature

Date

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Supervisor's Name, Title, Position #: Pat Grover, Supervisor VI, #30239

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: CHILD PROTECTIVE SERVICE WORKER III

Function Code: 1981-040

Position Title: Child Protective Service Worker III/Assessment

Date Established: 8/15/88

Position Number: 11899

Date of Last Amendment: 9/12/06

SCOPE OF WORK: Investigate reports of alleged abuse/neglect of children under RSA 169-C for NH Division for Children, Youth and Families and provide for the welfare of families and the protection of children.

ACCOUNTABILITIES:

- Interviews the victim and perpetrator of the report within prescribed time-frames according to the risk to the child and validity of the report and recommends action.
- Evaluates the risk to the child to remain in the home and recommends course of action.
- Makes reasonable efforts to maintain the child in the family by preparing a plan with the family to remedy the abusive/neglectful situation.
- Documents evidence to substantiate reports of child abuse and neglect in order to support the court petition.
- Prepares the court reports and witnesses for testimony, compile evidence, and present direct testimony. Under the direction of a supervisor.
- Locates suitable alternative placement to meet specific child/children's needs and in conjunction with policy and practice guidelines.
- Prepares the child and family for the child/children's placement.
- Facilitates placement and coordinates visitations with the family.
- Transports children and client families to necessary appointments.
- Develops a case record which includes the case plan, court orders, Bridges information and other required documents.
- May supervise co-workers at the discretion of the supervisor.

MINIMUM QUALIFICATIONS:

See class specification for Child Protective Service Worker III.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS:

Must be available for some non-traditional work hours to meet the needs of the client families and children.

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Reviewer's Signature

Date Reviewed

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Employee's Signature

Date

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Supervisor's Name, Title, Position #: Pat Grover, Supervisor VI, #30239

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: CHILD PROTECTIVE SERVICE WORKER IV

Function Code: 1982-040

Position Title: Child Protective Service Worker IV/Assessment

Date Established: 8/15/88

Position Number: 11899

Date of Last Amendment: 9/12/06

SCOPE OF WORK: Investigate reports of alleged abuse/neglect of children under RSA 169-C for NH Division for Children, Youth and Families and provide for the welfare of families and the protection of children.

ACCOUNTABILITIES:

- Interviews the victim and perpetrator of the report within prescribed time-frames according to the risk to the child and validity of the report and recommends action.
- Evaluates the risk to the child to remain in the home and recommends course of action.
- Makes reasonable efforts to maintain the child in the family by preparing a plan with the family to remedy the abusive/neglectful situation.
- Documents evidence to substantiate reports of child abuse and neglect in order to support the court petition.
- Prepares the court reports and witnesses for testimony, compile evidence, and present direct testimony. Under the direction of a supervisor.
- Locates suitable alternative placement to meet specific child/children's needs and in conjunction with policy and practice guidelines.
- Prepares the child and family for the child/children's placement.
- Facilitates placement and coordinates visitations with the family.
- Transports children and client families to necessary appointments.
- Develops a case record which includes the case plan, court orders, Bridges information and other required documents.
- May supervise co-workers at the discretion of the supervisor.

MINIMUM QUALIFICATIONS:

See class specification for Child Protective Service Worker IV.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS:

Must be available for some non-traditional work hours to meet the needs of the client families and children.

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Reviewer's Signature

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Employee's Signature

Date

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Supervisor's Name, Title, Position #: Pat Grover, Supervisor VI, #30239

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved